CAPPS Financials User Group Meeting Minutes
Thursday, April 28, 2022
9–11 a.m.
(Webinar Only)

I.   **Welcome/Announcements** (Anthony Martin)
- User Group meeting materials are posted on FMX.
  - To be added to the user group distribution list, email the CAPPS Governance and Communications team at: CAPPS.CGC.BA@cpa.texas.gov

II. **Production Update: Financials Support Requests (SRs) (Anthony Martin)**
- **SR Summary and Trend Report**
  - Reviewed the CAPPS Financials Summary and Trend Report 04/28/22 document.
    - In March, there were 66 high priority status tickets in various stages of work and 290 active SRs.
    - There were no critical tickets to report. As shown on the trend chart, there were 452 SRs opened and 457 closed in March.
    - The increase in tickets opened from last year is due to IAM and Deployment request.
    - The downward trend for closed tickets this March is due to a decrease in HX Recycle reporting activities that were backlogged.
- **Governance Approved Enhancements**
  - Reviewed the CAPPS Financials Governance Approved SRs 04/28/22 document. Updates since the last meeting are identified with an asterisk (*) and bolded.
    - SR 22804 is *complete* and moved into production on March 31. The HX recycle browser now has a button to copy data from USAS in lieu of manual update process.
    - SR 24294 is *complete* and moved into production on March 31. This is a modification to the *Disposal Worksheet* to act the same as the *Access Management Retire/Reinstate* page.
- **Required Maintenance**
  - Reviewed the CAPPS Financials Required Maintenance 04/28/22 document. Updates since the last meeting are identified with an asterisk (*) and bolded.
    - SR 22873 is *complete* and moved into production on March 31. This modification assigned the USAS effective date as the journal date when generated making for a more accurate update between CAPPS and USAS.
    - SR 18706 is *complete* and moved into production on March 31. This modification allows agencies to create and print deposit slips for local banks.
    - SR 24572 is in *Agency Acceptance Testing* with a migration date of April 28. This SR adds the missing duplicate inv. Error message to the MVA voucher.

III. **Project Update: CAPPS Fiscal 2022 Financials Agency Deployment Project Dashboard (Nyguel Sanders)**
- Reviewed the CAPPS Fiscal 2022 Financials Agency Deployment Project Dashboard 04/28/22 document.
- The project is green and *on track* for both the soft go-live date on Aug. 08, 2022 and the implementation date on Sept. 01, 2022.
- Key items:
  - This project is now at 71% completion.
  - Phase 2 System Testing is now complete, and Phase 3 have started.
  - Agency Security Sessions are nearly complete.
  - Started Mock Cutover Planning.
  - UAT dates are May 9–15.
  - Kick-off scheduled for Tuesday, May 3.

IV.   **Discussion Topic: Production Agency UAT Planning** (Nyguel Sanders)
- This is a PeopleSoft imaging tools upgrade year.
  - UAT dates are from Monday, May 9 to Friday, June 24.
- Tester Profile and communications
  - Testing will be conducted in the UAT3 environments.
  - UAT3 is not a substitute for UAT1.
  - Not recommended for training new hires.
  - UAT Coordinator meetings on Thursday afternoons starting on May 12. Meeting invites will be sent to Level 1 contacts.
- Scope of Testing
  - **Week 1: Test your regular business** — Use this week to ensure all daily tasks operations still function as expected. Perform end-to-end processing and reporting.
  - **Week 2: New Enhancements** — Explore the new system functionalities
  - **Week 3: 10 – Break it!** — During this time of testing run a lot of reports and test the system using group data entry or create custom testing.
    - HUB agencies will also be allowed to test these changes. UAT2 will be available June 1. Reference PRD ASP ticket 576 when submitting APS ticket.
    - The PowerPoint presentation provided during April's Financials User Group meeting can serve as a guide for this testing.
    - Log all issues in Financials Production ASP referencing ASP ticket SR 29269 when submitting a ticket.
- If Production agency users do not have access to UAT3, the Agency Security Coordinator (ASC) need to submit an access request via Security Request System for users to have role TX_CAPPS_PTL_UAT added to their user profile *in production*.

V.   **Discussion Topic: Financials Fiscal 2022 Upgrade and Modifications (CAPPS Deployment Team)**
- The PeopleSoft upgrade for fiscal 2022 are version upgrades/fixes to tools that are not used in the Texas State Department. However, these upgrades/changes may have an impact on how the system works.
  - SR 29269 provides notes on these updates. Use the ticket to post questions regarding these changes.
  - Users must do end-to-end transactions during UAT. Non-core module transactions have some changes but should not have an impact on the user. However, testing is still required.
  - Fluid approval tile was initially implemented in Fiscal 2020 but was later pulled from production due to issues. Those issues have been fixed and tested. All Texas state requirements are now met.
  - In/outbound interfaces will be executed in UAT3.
  - UAT3 will not be refreshed throughout the testing phase.
- UAT dates are from Monday, May 9 to Friday, June 24 for the Fluid Approval Tile.
- UAT dates are from Monday, June 6 to Friday, June 24 for Adding filters to AP Mass Voucher Approval page (SR 27749) and Deposit Funds on behalf of other Agencies (SR 27872).
- **SR 21082 Fluid Approval Tile –** Added to all dashboards in CAPPS even those that do not use the approval workflow. This is done to maintain consistency across all CAPPS modules.
  - Purchasing
    - Number of *pending approval* docs are displayed in the lower right corner of the tile. User's are able to select multiple documents and approve all at once.
    - Documents pending user's approval in any module are visible on the *Approvals List*.
  - Accounts Payable
    - The voucher mass approval is still available with these changes.
    - Approver can *approve*, *deny*, *pushback* (Level 2 or above), or *hold*.
    - Approver comments are optional on approvals, but still required for denials or pushbacks.

- - Suppliers
    - If automated supplier workflow is activated, users still have the option to approve the supplier on the *Approve Supplier* page. These suppliers will be dropped from the approval list on the Fluid Approvals tile.
  - Fluid Approval Tile Implementation Overview
    - The **Marked Worked** and **Request Information** buttons/features were not transitioned into the new Fluid changes.
    - Once the Fluid Approvals tile is implemented, the Worklist will no longer be available.
    - The Approval tiles and Worklist share the same approval tables, so no data conversion is required.
    - Approvers can still go to the *My System Profile* page and reassign approval authority to an Alternate/Proxy approver when out of office.
- **SR 27749 Adding Fields to the Mass Voucher Approval Page and the AP WorkCenter** — Enhancement to add fields to voucher mass approval page. These fields allow users to sort/filter through the vouchers.
  - The new search fields added to the criteria search are:
    - Voucher Origin
    - Boolean Search for USAS Payment Due Date
    - Boolean Search for Requested Payment Date
    - Boolean Search for Accounting Date
    - User ID of person who created the voucher
    - Name of person who created the voucher
    - Accounting Entry Template
    - Priority (assigned by the user on the Voucher Attributes page)
  - These fields are also added to the Search Results List.
  - The *Voucher Mass Approval* query on the AP WorkCenter Voucher has the following added fields:
    - Created by
    - Origin
    - USAS Due Date
    - Supplier Name from voucher header
    - Invoice ID from voucher header
  - The *Vouchers Submitted for Approval* query on the AP WorkCenter have the following added filters:
    - Created By
    - USAS Payment Due Date – Uses the earliest due date on the voucher
    - Requested Payment Date – Use the earliest requested payment date on the voucher
    - PO ID
- **General Ledger SR 27872 – Deposit on Behalf of other Agencies**
  - SR 27872 is an enhancement to CAPPS General Ledger (GL) module that allows an agency to enter a deposit transaction on behalf of other agencies, interfacing transactions to USAS through the daily GL CAPPS to USAS interface.
    - Users outside the CAPPS Business Unit (BU) are not impacted.
    - Adding a new row to the USAS Chartfield Translate page to map the CAPPS Product Chartfield to the USAS Agency Number field.
    - Additional configuration detailed ledger *INTER_AGY* is setup within the *ACTUALS* ledger group to track other agencies transactions.
    - Not all agencies will receive these enhancements upon migrations. Agencies that want these enhancements must submit a ticket for access.
    - Users must submit a ticket for new security role (TX_FIN_GL_IA_RCPT) to control access to and labeling of Product Chartfield for agencies using the new functionality. Without this security role, users can *view* the product Chartfield but do not have the ability to *edit*.

- USAS logic will be adjusted to handle other agency transactions. These enhancements will be available Sept. 1.
- Need regression testing by Production Agencies.

VI. Discussion Topic: Configuration Test and Agency Requests (Anthony Martin)

- When agencies submit an ASP request for changes to workflow configurations for a given module, we need the following information from the agency to facilitate that request:
  - Outline of the changes to user approval routing (who will the transactions route to), including the criteria this is based on and the timeframe this needs to be implemented by.
  - The approvers are assumed to be testing the changes in UAT; if this is not the case, then please list the testers in the request.
  - Any assistance the agency needs in building out test scripts (recommended for large Configuration changes).
- Agencies need to submit a security request through their SFS security coordinators for the required roles and *Route Control* profiles.
  - Agencies need to get access for testing and to approve in production once the changes have been migrated to production.
  - This access needs to be in place before UAT testing can begin and before we migrate the configuration changes to Production.
  - **Note:** When planning a change to the workflow approval routing, remember that the agency must account for every user in the routing. This means if planning on a 15-step approval process, that's 15 approvers that must be managed. If one approver leaves that position (for whatever reason), a replacement is required in that step or the system will error out and skip to the workflow Admins worklist for approval. This is a delivered functionality, so simple is best.
- When testing configuration changes in UAT the testing and validation follows the normal 10 business-day frame. If the agency needs more time for testing, update the SR with that request and provide detail for how much additional time is needed to complete testing.
- When testing, have the level 1's keep the SR updated with progress and any issues encountered that requires assistance.
- Upon the completion of testing, if no further changes are needed, update the SR to reflect that testing is complete, the changes are validated and the migration to Production with those changes can begin.

VII. Upcoming Meetings

- Thursday, May 26, 2022 for the Financials User Group meeting.